

## **Professional Faculty Initial Executive Committee + Organizational Volunteers**

Friday, September 19, 2008 8:30-9:30 am

Swem Library Board Room

*Initial Executive Committee in attendance: Judy Corello, Lee Foster, Ilsa Kaattari, Elaine McBeth, Mary Molineux, Maria Elena Pada, Jobila Williams.*

*Organizational Volunteers in attendance: Betty Carroll, Ute Schechter, Hope Yelich*

### **MINUTES:**

- 1. Welcome:** we welcomed three of the 17 professional faculty (PF) members who had signed up at the June 12 PF forum to help with organizing the new Professionals and Professional Faculty (PPF) Assembly.
- 2. PPF Assembly approval status:** our new organization, with its Constitution and Bylaws, is still scheduled for approval by the W&M Board of Visitors (BOV) during its meetings on September 25 and 26. A few weeks ago, Provost Geoff Feiss had indicated that he might invite some of the Professional Faculty Initial Executive Committee (PFIEC) members to attend the portion of the BOV meeting at which he'll present this agenda item. Mary has emailed the Provost's office to see if that's still the plan and, if so, when it will be. ACTION: She'll let PFIEC members know as soon as possible.
- 3. The PPF Handbook** (of policies and procedures related to PPFs): it was agreed to begin gathering examples of handbooks and other useful documents, including the recently completed W&M (Instructional) Faculty Handbook and the soon-to-be-approved W&M Human Resources restructuring policies (such as evaluation and grievance procedures for PPFs) to identify topics and structures for our handbook. Mane Pada has already procured a copy of the Norfolk State handbook, and Virginia Commonwealth University has one posted on the web.  
  
To start the process, an Interim PPF Handbook Committee was formed: Betty Carroll, Judy Corello, Lee Foster, Maria Elena Pada, Ute Schechter, Hope Yelich, with Tom Rideout suggested as the chair. *[Mary later contacted Mr. Rideout and he has agreed.]* This interim committee will work on the project until the PPF Assembly's official Policies and Administrative Issues Committee is formed. ACTION: We will also contact the Provost about how he would like the PPF Assembly to proceed with this project, including which other colleagues (Provost Office personnel, college's legal counsel, EEO director) should be involved.
- 4. PPFA Elections:** it was also agreed to begin planning for the PPF Assembly's first elections, required by our Bylaws to occur within 60 days following the BOV's establishment of the PPF Assembly. An Interim PPF Elections Committee was formed: Ilsa Kaattari, Maria Elena Pada, and Jobila Williams, with Mary Molineux helping with the use of Opinio as an electronic way to conduct the elections.

5. **PPF General meeting:** we agreed to schedule a general meeting of professionals and professional faculty in order to (1) present the Constitution and Bylaws (although this was done at an August forum, there was a very small turnout that day); Judy Corello agreed to present again; (2) discuss the forthcoming elections; (3) discuss the policies handbook project; (4) possibly discuss the criteria that defines professionals versus professional faculty; (5) identify other issues that the group would like the new Assembly to address.

We selected Thursday, October 16, 8:30 a.m., Sadler (University) Center as the preferred date, time, and location.

→NOTE: *That selected time slot was not available, so we polled the meeting group by email and the majority favored **Friday, October 17, 8:30, Tidewater A, Sadler (University) Center**, and that has been successfully booked with W&M's Scheduling Office.—MSM 9/22/2008*

ACTIONS: (1) Mary will book the meeting through the W&M Scheduling Office. (2) We will contact the Provost to discuss how he would like the PPFA to be involved in the establishment of criteria for defining professionals versus professional faculty.

6. **Quick timetable of next steps:**

- a. Friday, September 26, 2008: BOV's approval of new Professionals and Professional Faculty Assembly
- b. Monday, September 29: we'll send an email to the [proffaculty-l@wm.edu](mailto:proffaculty-l@wm.edu) listserv, announcing: (1) the approval, (2) the October 17 general meeting, (3) the two interim committees (handbook and elections) and recruiting help for those interim committees, (4) the approximate timetable for elections (to meet the Bylaws' requirement of within 60 days of the establishment of the Assembly).
- c. Friday, October 17: PPF general meeting, 8:30a.m., Tidewater A, Sadler (University) Center
- d. Tuesday, November 25: 60-days out from approval, so last day that we could hold elections

Respectfully submitted,  
Mary Molineux  
9/22/2008